

ROUTING AND TRANSMITTAL SLIP

Date

11/22

TO: (Name, office symbol, room number,
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Initials

Date

1.

2.

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FROM: (Name, org symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-1

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

★ U. S. Government Printing Office: 1979-281-184/8

C O N F I D E N T I A L

CMTE'S

DCI/ICS-82-4625..

22 November 1982

MEMORANDUM FOR: [REDACTED]
 Chief, Administrative Staff, ICS

FROM: [REDACTED]
 Executive Secretary, COMIREX

SUBJECT: COMIREX Conference, 1-3 December 1982

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LOGGED

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6 DEC 1982

1. This memorandum is to confirm support requirements for conference facilities [REDACTED] during 1-3 December 1982. [REDACTED]

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2. A total of 121 individuals are registered for the conference. (See Attachment 1.) All attendees are US citizens and are SECRET cleared. A separate memorandum is being forwarded requesting approval for contractor attendance.

a. Three conference attendees (noted with asterisk on Attachment 1) will arrive the evening of 30 November. Other attendees will arrive the morning of 1 December; 30-40 people will take breakfast at that time. Transient attendees and briefers for conference sessions will be arriving/departing each day.

b. During the Conference meal accommodations should be available for 75/85 individuals daily.

c. Departure is planned for 1530, 3 December; no evening meal is being scheduled prior to departure. All attendees will have departed [REDACTED] no later than 1600 hours. [REDACTED]

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3. Overnight accommodations are required for 70 attendees. See room assignments at Attachment 2. [REDACTED]

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4. The conference sessions are scheduled for 0830/2030 on Wednesday, 1 December; 0800-2030 Thursday, 2 December; and 0800/1530 on 3 December. The opening 20 minutes of the conference has been reserved for a special briefing by the Site Security Officer. Accommodations for 70-80 individual attendees

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C O N F I D E N T I A L

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SUBJECT: COMIREX Conference, 1-3 December 1982

at any given time should be arranged in the conference room. A "U" shape layout of conference tables and chairs is desired for the primary participants. A diagram of the preferred arrangements is at Attachment 3.



25X1

5. The following special services/requirements are requested:

- Refreshments for morning and afternoon breaks which are scheduled at 0930 and 1430 each day (1-3 December). (Refreshments should include pastry, coffee, and hot water for tea and hot cocoa.)
- Secure storage for approximately four or five safe drawers of SCI material.
- The usual audio-visual and support equipment: chalkboard (with chalk), easels (with paper); pointer, two vugraph machines and two screens, 35 mm slide projector, 16 mm movie projector; video player (3/4" format casset) and two electric typewriters (if available, one a display text editor or mag card). Continuous access to a vugraph making machine and copy machine certified to reproduce SCI material is also required.
- Bar facilities for Wednesday, 1 December (from 1700-1730 and 2030 until closing) and Thursday, 2 December from 1830 until closing.

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6. Conference attendees will arrive and depart via personal vehicles. The point of contact during the conference is [redacted] The OICE/ICS administrative point of contact is [redacted]

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Attachments: 3
As stated

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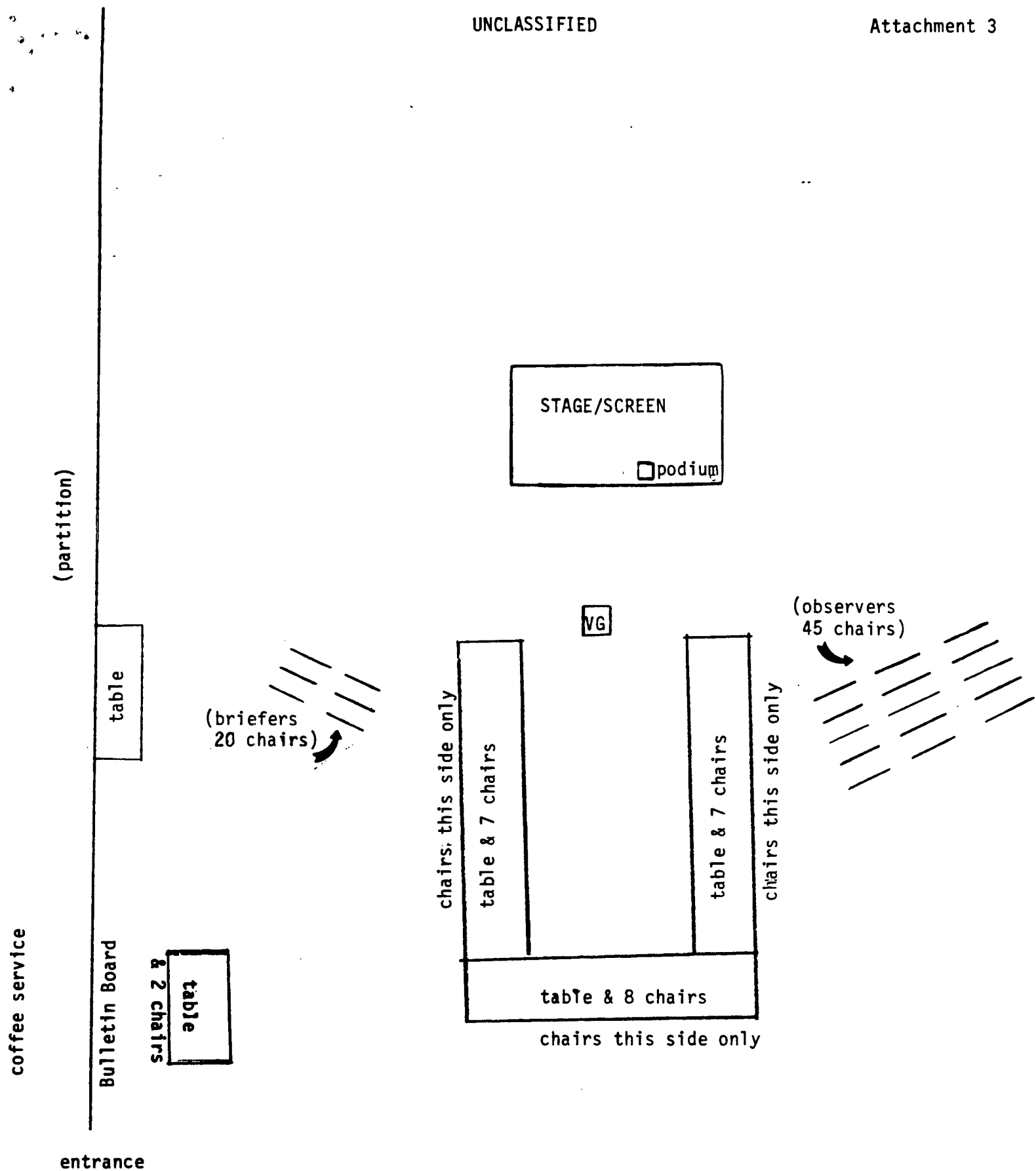
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UNCLASSIFIED

Attachment 3



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